How To Use the Reference Guide

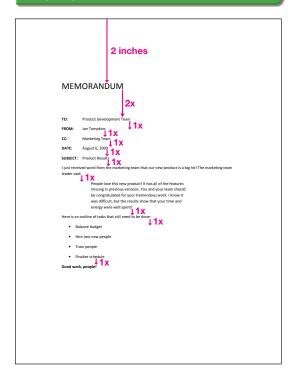
The information on the following pages will help you format various kinds of documents. Use the Contents below to quickly locate the type of document you are creating. Then use the examples shown as a guide to help you format your document properly. The arrows and numbers shown in red on each sample tell you how many times to press Enter on your keyboard to separate items in your document. Double space is indicated by "ds".

Remember that your work should reflect your own original research and content and that the information provided here is for reference purposes only. If you use other sources to create your documents, remember to cite your sources properly.

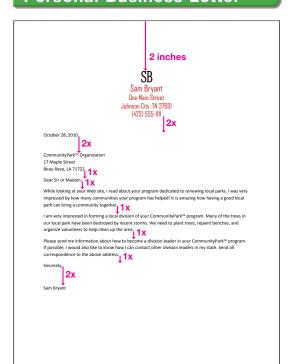
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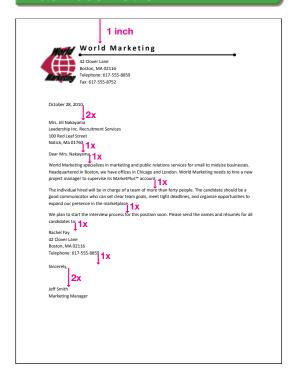
Memo



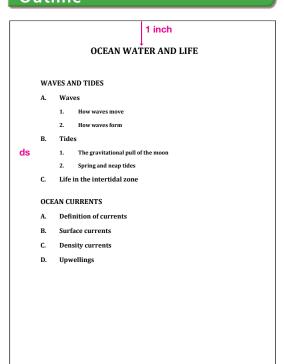
Personal Business Letter



Business Letter



Outline





Reference Guide for Formatting Documents

Newsletter

The Hillside High Gazette

Band Tryouts on Tuesday

Show off your school spirit and your musical talent by joining the band! Band tryouts will be this Tuesday, from 3:30-5:30 in the North field. Please bring your own instrument.

The Hillside High Band is in need of all musicians, especially trumpet and flute players. Band rehearsals will be held every Monday, Wednesday, and Friday after school during football season. Off-season,

rehearsla will be held every Monday and Wednesday after school. The tryouts will be judged by our band leader Mr. Schaefer, as well as by two senior band members in

each instrumental group.

Recycling Challenge

Hillside High is proud to announce the first annual Recycling Challenge. Each homeroom class will compete to see who can bring in the most paper, plastic bottles, cans, and boxes. The winning homeroom class will receive a free pizza party.



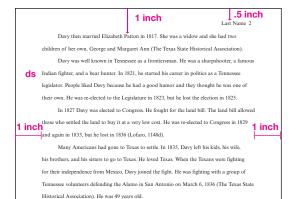
Bike Week Continues

The Bicycle Club would like to acknowledge the efforts of Janet McSimmons, Steve Yuan, Maggie Stevez, Jill Pierce, James Mazur, Jason Trevor, and Yolanda Washington, who organized our first annual Bike Week. The event wraps up this Friday with the competition finals.

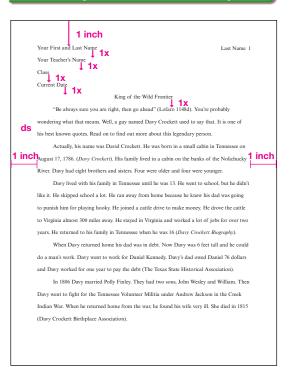
We had great turnout for all the rides, from spectators and participants alike. Leaders in each category will compete for the grand prize—a free PedalCo bike, helmet, and safety pads. Good luck to all the competitors! Here is a list of events and times to heat.

Event	Type of Bike	Time to Beat
Hills Ride	Mountain Bike	1:05:24
Distance Ride	Road Bike	1:42:07
Obstacle Course	Hybrid	15:32
Beach Ride	Beach Cruiser	37:59
Speed Ride	Racing Bike	25:30

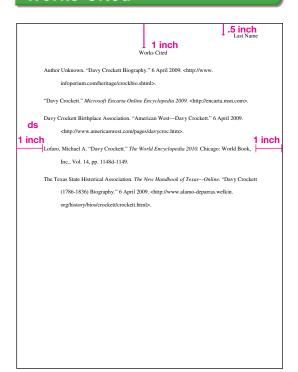
MLA Style Academic Report cont.



MLA Style Academic Report



Works Cited

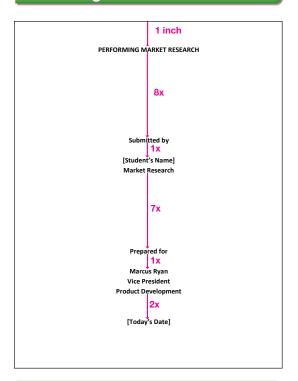






Reference Guide for Formatting Documents

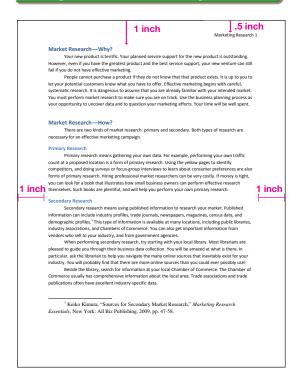
Title Page



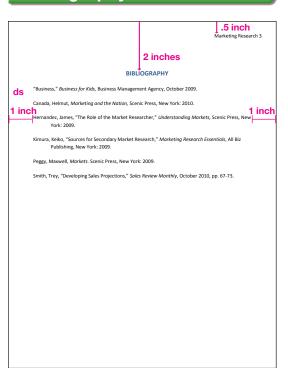
Simple Business Report continued



Simple Business Report



Bibliography



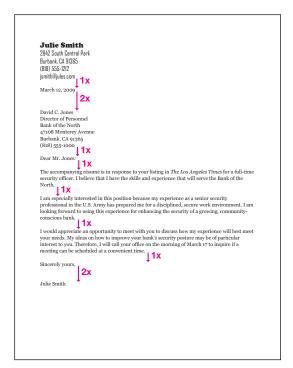


Reference Guide for Formatting Documents

Boxed Table

	Bills Passed for E-Waste or E-Cycling		
State	Bill		
Arkansas	SB807, Enacted 6/20/10		
California	SP1253, Introduced 2/20/09 SB1619, Introduced 6/13/09		
Florida	SB1922, Introduced 7/23/10		
Georgia	HB2, Passed the House, in the Senate, 7/9/09		
Hawaii	HB1638, Carried over to the 2011 session		
Idaho	S1416, Sent to Committee 9/22/09		
Illinois	HB14464, Passed the House, in the Senate 4/24/09		
Maryland	HB111, Unfavorable Environmental Committee Report		

Cover Letter



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Résumé

	Julie S	mith
	2842 South Central Park Burbank, C	CA 9136
	(818) jsmith@j	555-121 ules.cor
OBJECTIVE	Experienced and dependable security guard dedicated to ensuring the safety of employees and visitors while minimizing potential losses. Proficient in operating security systems, including two-way radios, CCTVs, and two-way/convex wall mirrors. Committed to enhancing knowledge of security techniques. Completed intensive security training program through ABO Retail Company. Possess dean California driver's license, drug tree; physically fit, and available to work various shifts.	
TARGET JOB	Desired Job Type: Employee, Temporary/Contra	ct
IANOLI JOB	Desired Status: Full-Time	
	Career Level: Mid Career (2+ years of expe	rience)
EXPERIENCE	Security Guard	
	10/2007 to Present ABC Retail Company Burbank, Provide a high profile presence in the 10,000-square foot retail sto	
	occupants. Operate surveillance systems and patrol the grounds to protect against possible hazards. Write informative reports to upd management on all emergency situations. Exercise sound judgme maintain confidentiality at all times. Highlights:	ate ent and
	 Offered a full-time position after two months of temporary employ based on exemplary performance 	ment
	 Awarded "Certificate of Achievement" (5/2009) for identifying and reporting internal theft, potentially saving the company tens of tho of dollars annually. 	
	 Apprehended numerous shoplifters by recognizing suspicious be using available surveillance systems, and taking action at the appropriate time. 	navior,
	 Completed two-week security training program. 	
EDUCATION	10/2007 ABC Retail Company Burbank, C	CA
	Certification	
	Professional Training: Crisis Intervention, Public Relations, Report Legal Authority and Limitations, Risk Analysis, First Aid, CPI Protection, Crime Prevention, Arrest Procedures, CCTV Surveillance	
	6/2005 ABC High School Burbank, CA	
	Academic diploma	
REFERENCES	References are available on request.	

Format for Envelopes

A standard large (No. 10) envelope is $9\frac{1}{2}$ by $4\frac{1}{8}$ inches. A standard small (No. $6\frac{3}{4}$) envelope is $6\frac{1}{2}$ by $3\frac{5}{8}$ inches. The format shown is recommended by the U.S. Postal Service for mail that will be sorted by an electronic scanning device.

Your Name 4112 Bay View Drive San Jose, CA 95192

> Mrs. Maria Chavez 1021 West Palm Blvd. San Jose, CA 95192



6021 Brobeck Street Flint, MI 48532

Dr. John Harvey
Environmental Science Department
Central College
1900 W. Innes Blvd.
Salisbury, NC 28144

How to Fold Letters

To fold a letter for a small envelope:

- 1. Place the letter *face up* and fold up the bottom half to 0.5 inch from the top edge of the paper.
- 2. Fold the right third over to the left.
- 3. Fold the left third over to 0.5 inch from the right edge of the paper.
- 4. Insert the last crease into the envelope first, with the flap facing up.

To fold a letter for a large envelope:

- 1. Place the letter *face up* and fold up the bottom third.
- 2. Fold the top third down to 0.5 inch from the bottom edge of the paper.
- 3. Insert the last crease into the envelope first, with the flap facing up.